

OLL 85-2053

Office of Legislative Liaison

Routing Slip

TO:	ACTION	INFO
1. D/OLL		X
2. DD/OLL		X
3. Admin Officer	X	
4. Liaison		
5. Legislation		X
6. [Redacted]		X
7. [Redacted]		X
8.		
9.		
10.		

SUSPENSE

28 July
Date

Action Officer:	[Redacted]
Remarks:	[Redacted]

[Redacted] 12 July 85
Name/Date

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LEGISLATIVE LIAISON

85-2053

11 July 1985

Record

MEMORANDUM FOR: General Counsel
Inspector General
✓ Director, OLL
Director, PAO
Comptroller
Executive Director
Special Assistant, DDCI
Executive Secretary
Executive Officer, NIC

FROM:

DCI Personnel Officer

25X1

SUBJECT: Submission of FY 1986 Senior Intelligence
Service Position Requirements

1. It is once again time to identify new Senior Intelligence Service (SIS) position requirements. Upon receipt of the individual office submissions, our Career Service needs will be consolidated and forwarded to PMCD for evaluation.

2. The same procedures and formats implemented last year will be utilized. The availability of detailed information on each proposed position was found to be very useful; thus, it is requested that the following be provided:

- a. A detailed position description for each SIS requirement prepared in the factor Evaluation System format.
- b. A listing of the SIS requirements in rank order of importance within each office.

3. Please complete the attached form and return it with the appropriate position descriptions to DCI Personnel by close of business 26 July 1985. I realize that this a very short deadline. Please contact me if I can be of any assistance in preparing your submission. A negative response would be appreciated.

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SUBJECT: Submission of FY 1986 Senior Intelligence
Service Position Requirements

OFFICE _____

<u>FOR FISCAL YEAR</u>	<u>RANK ORDER</u>	<u>POSITION TITLE</u>	<u>BRIEF FUNCTIONAL STATEMENT</u>
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Signature & Title

Date

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